

JOB TITLE: Elections Director

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DEPARTMENT: Elections, Rutherford County

JOB SUMMARY: This position is responsible for providing administrative, technical, and managerial support to the Board of Elections, which includes supervising office operations and voter registration, preparing for elections, and maintaining records of returns for various offices.

MAJOR DUTIES:

- o Supervises office procedures, including registration, candidate filing and reporting, precinct management, and recruitment of workers.
- o Uses computer applications to audit voter registration records, program elections equipment, and maintain the geocode system and website.
- o Provides information to candidates, elected officials, and the public on election related matters.
- o Trains staff and poll workers; prepares all training materials; teaches classes for election workers.
- o Coordinates absentee voting and assists during absentee period in processing early voters by mail and one-stop.
- o Attends mandated training sessions.
- o Prepares and administers annual budget; processes all purchases.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of all applicable federal, state, and municipal laws governing voter registration and electoral procedures.
- o Knowledge of streets, district lines, and voting precincts in Rutherford County.
- o Knowledge of modern office practices and procedures.
- o Knowledge of budgeting and accounting principles.
- o Skill in operating general office equipment such as a computer, typewriter, facsimile machine, calculator, and copier.
- o Skill in operating electronic voting machines and tabulators.

- o Skill in supervision.
- o Skill in dealing with the public.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Board of Elections assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of election activities.

**GUIDELINES:** Guidelines include the North Carolina Election Code, North Carolina Campaign Reporting Guidelines, North Carolina Administrative Code, county ordinances, department policies and procedures, court rulings, state and federal attorneys general rulings, the U.S. Constitution, and guidelines from the U.S. Department of Justice. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied administrative and technical duties. Changes in laws and voting procedures, frequent interruptions, and deadlines contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to supervise voter registration and the election process. Successful performance facilitates the electoral process and ensures maintenance of accurate records, which in turn contributes to the validation of election results and properly drawn jury lists.

**PERSONAL CONTACTS:** Contacts are typically with members of the Board of Elections, elected officials, candidates, co-workers, employees in other county departments, employees of the Secretary of State's Office and the Department of Justice, judges, law enforcement personnel, news media representatives, civic and community representatives, vendors, and members of the general public.

**PERSONAL CONTACTS:** Contacts are typically to give or exchange information, resolve problems, coordinate work efforts, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, uses equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** The position has direct supervision over Elections Specialist (2).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.